Public CR Oil and Gas Leases Issued Report

Menu Option: Pub CR Oil and Gas Leases Issued Report

Purpose: This report lists serial numbers for oil & gas leases issued within the time frame selected. The report identified the serial number, lessee name, acres leased, lease issued date, effective date and field office.

Selection Criteria: The criteria input for the report is found in the Lands & Minerals System Report, under the Public Case Recordation Reports section. There is a combination of required and optional criteria.

The required criteria include Admin State and Action Date.

Additional criteria that can be used include: Field Office.

Procedure:

1. Select **Pub CR Oil and Gas Leases Issued** from the reporting menu.
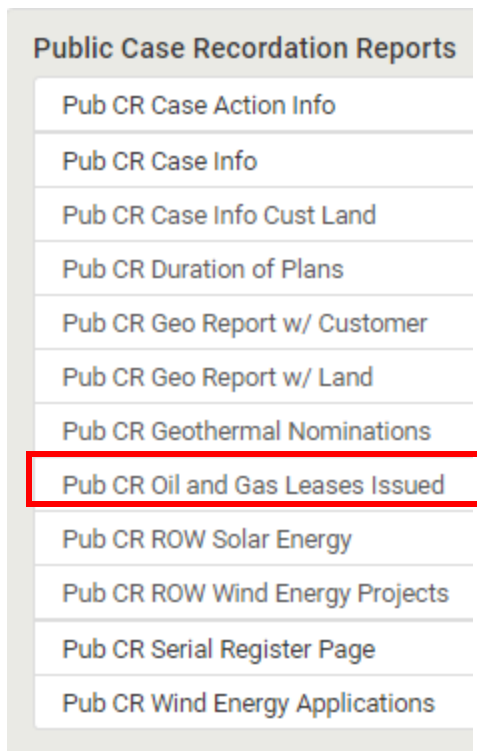
Pub CR Oil and Gas Leases Issued Report

⊿ Purpose

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Pub CR Oil and Gas Leases Issued
Asterisks (*) indicate mandatory criteria. Please select one or more values from the fields below and click "OK" to run the report.

* Admin State   --Select Value-- ▾

* Action Date Between   [   ] - [   ]

Field Office   --Select Value-- ▾

OK   Reset ▾

Identify the Required Information:

2. ***Admin State:**

   Type the two-letter state code in ALL CAPS in the text box or select one or more from the list box.

   To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then select multiple items in the list box.

   * Admin State

   --Select Value--

   ☑ AZ
   ☐ CA
   ☐ CO
   ☐ ES

3. ***Action Date (Between):**

   Select a time frame within the oil and gas leases were issued.

Identify the Optional Information:

4. **Field Office**: The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of field offices. Select one or more from the list.

Process Report:

5. After selecting all criterion, click **OK** to process this report**.** You may also Cancel the report, return to the Previous screen, or reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.

6. When processing has completed, there are several views for this report. The views are:
   - Oil & Gas Leases Issued By Serial Number
   - Oil & Gas Leases Issued By Field Office
   - Full Results Table
   - Banner Page

To view the other views, click on the down arrow to select a different view.

Oil & Gas Leases Issued By Serial Number (default)

Oil & Gas Leases Issued By Field Office

Full Results Table

Banner Page

7. At the bottom of each view, there are several options to choose:

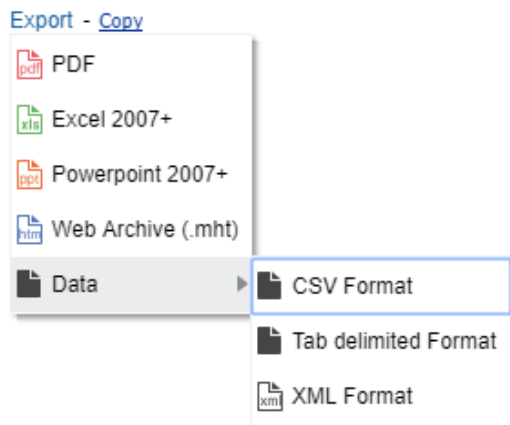Return: Returns to the Criteria page.
Refresh: This will process the report again and refresh the data that is displayed.
Print: Allows you to print this report to .pdf format, or HTML format.

Export: Allows you to export the data to various formats:

Links to Serial Register Page (SRP)

8. When the results of the report are displayed, the Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

    To go to the SRP – click on a Serial Number. Then click on the "SRP" link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.

    There are two 'tabs' for this SRP – Report and Remarks by Serial Number. The first tab displays the serial register page with all of the information for that case, except any general remarks. To view and print the remarks, click on the "Remarks by Serial Number" tab.

When the SRP is displayed, you may print it in pdf format.   Click on the red Adobe icon in the upper left corner. Several options are available, but pdf is recommended.
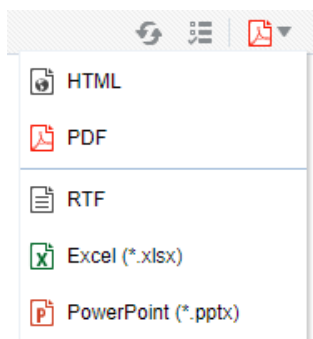
Print Serial Register Page:

9. Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.
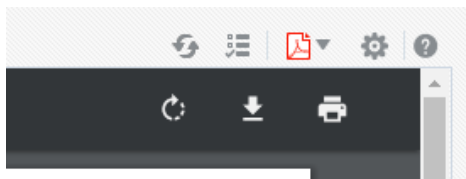
You may close this new page to return to the results.

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